

DEPARTMENT OF EMPLOYEE RELATIONS  
TRAINING AND EXPERIENCE QUESTIONNAIRE FOR**BILINGUAL SCHOOL SECRETARY I (MPS)**

CODE NO \_\_\_\_\_

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

DAY PHONE NUMBER (414) \_\_\_\_\_

EVENING PHONE NUMBER (414) \_\_\_\_\_

**WE URGE YOU TO MAKE COPIES OF ALL APPLICATION MATERIALS YOU SUBMIT**

**MAIL TO:** City of Milwaukee  
Department of Employee Relations  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202-3554

**READ THIS PARAGRAPH CAREFULLY**

1. This questionnaire is an important part of the selection process. It has been prepared to give applicants the same opportunity to fully explain their background.
2. Information given here will be used to find qualified candidates.
3. It is in your best interest to give complete and accurate information.
4. Any information you give may be checked for accuracy.
5. If you need more space, follow the same format on a separate sheet.
6. PLEASE TYPE OR PRINT USING BLACK INK.
7. A resume may not be used as a substitute for this questionnaire. Please DO NOT say "SEE RESUME".

**READ CAREFULLY BEFORE SIGNING:** All information in this questionnaire is subject to verification. The answers to the questions on the attached pages are true and complete to the best of my knowledge. I understand that falsification of this form may result in disqualification or removal from a City position.

**YOU MUST SIGN AND DATE THIS FORM**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Exam #02-013

## BILINGUAL SCHOOL SECRETARY I (MPS)

Please specify computer software products with which you are familiar, give a self-assessment of your skill level, briefly describe your experience (what you used the product for), and estimate approximate amount of experience.

<b>WORD PROCESSING</b>				<b>COURSEWORK</b>		<b>JOB EXPERIENCE</b>	
				<b>YES:</b>	<b>NO:</b>	<b>YES:</b>	<b>NO:</b>
<b>WORDPERFECT</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>MICROSOFT WORD</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>WORDSTAR</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>OTHER</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>BRIEF DESCRIPTION OF EXPERIENCE/COURSEWORK:</b>							
<b>YEARS OF EXPERIENCE:</b>							

<b>DATA PROCESSING</b>				<b>COURSEWORK</b>		<b>JOB EXPERIENCE</b>	
				<b>YES:</b>	<b>NO:</b>	<b>YES:</b>	<b>NO:</b>
<b>DBASE IV</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>PEOPLESOF</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>ACCESS</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>OTHER</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>BRIEF DESCRIPTION OF EXPERIENCE/COURSEWORK:</b>							
<b>YEARS OF EXPERIENCE:</b>							

<b>SPREADSHEET</b>				<b>COURSEWORK</b>		<b>JOB EXPERIENCE</b>	
				<b>YES:</b>	<b>NO:</b>	<b>YES:</b>	<b>NO:</b>
<b>LOTUS</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>EXCEL</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>QUATTRO PRO</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>OTHER</b>	_____ BASIC	_____ INTERMEDIATE	_____ ADVANCED				
<b>BRIEF DESCRIPTION OF EXPERIENCE/COURSEWORK:</b>							
<b>YEARS OF EXPERIENCE:</b>							

